

Personnel Committee Meeting Minutes - Monday, September 17, 2002

Committee Chair Paulson called the meeting to order at 8:33 a.m. and led the Committee in the Pledge of Allegiance.

Present: Committee Chair Supervisor Duane Paulson, Supervisors Donald Broesch, Peter Gundrum, Jeff Morris, Carl Seitz, Robert Thelen II, Matt Thomas.

Also Present: Senior Risk Management Analyst Jeff Newcomb, Budget Manager Keith Swartz, Employee Benefits Administrator Pete Hans, Labor Relations Manager Jim Richter, Employment Services Manager Sue Zastrow, Supervisor Alicia Silva, Chairman Jim Dwyer, Director of Administration Norm Cummings, Legislative Advisor Dave Krahn, Legislative Advisor Mark Mader, County Clerk Elect Kathy Nicholas, Principal Human Resources Analyst Terry Sgarlata -Lutz, Office Services Coordinator Windy Jicha.

Supervisor Thomas left at 8:34 a.m.

Approve Minutes of August 6, 2002

MOTION: Morris moved, Gundrum second, to approve the minutes of August 6, 2002. **Motion carried:** 4 -0.

Supervisor Seitz arrived at 8:35 a.m.

Executive Committee Report

Paulson said that the committee went over capital projects for two days. All projects were tentatively approved except the following: Item 13 – Courthouse/Administration Center Security, Item 32 – CTHY, Watertown Road to North Avenue, Item 43 – Storm Water Master Plan and Utility Mapping, Environmental Assessment of the airport. At the regular meeting on Monday, September 16, 2002, the committee heard late tax payment appeals. Two of the appeals were approved and the other two were denied. The committee approved four appointments to various boards and commissions in Waukesha County.

Supervisor Broesch arrived at 8:37 a.m.

Supervisor Thomas returned at 8:40 a.m.

Correspondence

Paulson went through the list of correspondence reviewed at the Executive Committee on Monday, September 16, 2002.

2nd Quarter Status Report on Worker's Compensation Claims

Newcomb discussed the report entitled, "Waukesha County Worker's Compensation 1998 – 2002 Claims History Summary" as outlined. The report is current as of June 30, 2002. He indicated that 33 new claims were submitted during the second quarter bringing the 2002 total to 61. He said 16 claims were from the Sheriff's Department. There were five new claims in the Highway Department during the second quarter, four claims opened by the Parks Department and two each in the Courts and Health and Human Services. The following departments filed one claim: Medical Examiner, District Attorney's Office and Corporation Council. By the end of the second quarter, 28 claims were still open and \$156,611 was incurred. Since 1998, 563 claims

have been opened, 52 remain open and \$1,849,294 has been incurred. Newcomb went on to explain some of the more serious claims.

Annual Report on Grant/Sunset Positions

Swartz was present to report on Grant/Sunset Positions. He explained that positions in Waukesha County are created by ordinance and are listed by funding source. If the funding source is reduced or discontinued, the position is adjusted accordingly. There are very few changes in this report from past years. Report changes can be found in the "boxed-in" areas. Swartz then went through the report and discussed the highlights as outlined. In total, there are 51 full-time, 6 part-time and 13 nutritional site managers that are non-levy-funded in 2002.

There is one more position that is not funded by state or federal funding and is not in the report. Swartz handed out a separate report page outlining the position of Radio Dispatch Coordinator. The position is levy funded and will sunset automatically on December 31, 2004.

Review Proposed Point of Service Plan Modifications for Non-Represented Employees, Elected Officials, and Retirees

Hans and Richter were present to discuss this agenda item. Richter reviewed the proposed Point of Service Plan (POS) modifications for non-represented employees, elected officials and retirees. He explained that changes to the POS plan need to be done through ordinance.

Hans handed out and reviewed the report titled, "Outline of Proposed Point-of-Service Health Plan Benefit Modifications for Non-represented Employees and Elected Officials." The report highlighted the following items: proposed modifications, communications, ordinance timeline, 2003 premiums and coverage. The changes in the plan include: \$100 individual/\$300 family annual deductible (currently \$0), 90%/10% co-insurance on all services (currently \$0), annual out-of-pocket maximum (in addition of deductible) \$400/\$800 family (currently not applicable), and \$0 physician office visit co-pay (currently \$10). It is proposed that these changes become effective on January 1, 2003.

Richtersaid want to communicate to the employees that this change is potentially coming and to be aware of changes. Broesch pointed out that this change should have been made a few years ago. He said that we could not allow Waukesha County residents to cover all the costs of health insurance for employees. He recommends that this change become effective on January 1, 2003.

Director Cummings reported on the overall view of how this change will affect the budget. He said that there is a need to balance spending for health care insurance within the budget.

Hans said the County should emphasize to employees that there is a cap on how much an employee could pay per year for health care. He said we have to look for the best way to provide health care to all employees.

Retirees

Hans handed out and discussed a report titled, "Outline of Proposed Point-of-Service Health Plan Benefit Modifications for Retirees." The report covered proposed modifications, communications, ordinance timeline and 2003 premiums. Because the POS plan is set up to cover medical needs in southeastern Wisconsin and because retirees may not necessarily live in the southeastern area, the benefits had to be tailored to fit retirees. The plan calls for a 20.5%

premium increase for retirees. If retirees were to pay for the entire monthly premium, there would be a 64% increase in the cost of premiums. Retirees are not eligible for the insurance program if they were not part of the program while they were employed with Waukesha County.

Ordinance 157 -O-057: Ratification of Memorandum of Understanding with ACCORD Regarding Employee Salary and Benefits upon Consolidation of County Dispatch Services

Richter and Sgarlata -Lutz were present to discuss this ordinance. Richtersaid that Waukesha County and ACCORD have reached a tentative agreement regarding the wages and benefits that will be provided to a dispatchers upon the implementation of the Consolidated Dispatch Center. When the County begins hiring dispatchers for the Center, the County wants to hire as many, good -quality dispatchers as possible from the municipalities. Richtersaid that this ordinance applies to dispatchers whose municipalities join the Center by December 31, 2002. Dispatchers leaving a municipality that chooses not to become part of the Center, will be considered new employees to Waukesha County. The municipalities were made aware of this plan through the Consolidated Dispatch Steering Committee and Human Resources Committees and mailing to police chiefs, community managers, dispatchers, etc. Dispatchers won't be hired by Waukesha County until at least 2004. Richter then went through the ordinance.

MOTION: Broesch moved, Seitz second, to approve Ordinance 157-O- 057: Ratification of Memorandum of Understanding with ACCORD Regarding Employee Salary and Benefits upon Consolidation of County Dispatch Services. **Motion carried:** 5-2 (Thomas and Gundrum voted no).

Motion to go into Closed Session

MOTION: Broesch moved, Morris second, to go into closed session in accordance with SS 19.85(1) e Wis. Stats. for the purpose of discussing collective bargaining issues associated with 2002- 2005 labor contracts, and to approve the closed session minutes of July 16, 2002. The committee went into closed session at 11:07 a.m.

Supervisor Seitz left the meeting at 11:28 a.m.

Supervisor Gundrum left the meeting at 11:35 a.m.

Approve Minutes of July 16, 2002

MOTION: Morris moved, Thelense second, to approve the meeting minutes of July 16, 2002.

Motion carried unanimously.

Motion to return to Open Session

MOTION: Broesch moved, Thomas second, to return to open session. The committee returned to open session at 11:55 a.m. **Motion carried:** 5 -0.

Lunch Break

Supervisors Seitz and Broesch did not return after lunch.

Ordinance 157 -O-058: Create New and Abolish Positions; Approve Reclassifications; Establish Salary Placement so f Non -Represented Positions Resulting from Review of Non -Represented Classifications; Modify Sunset Provisions of Certain Positions

Zastrow discussed the ordinance as outlined including newly created and abolished positions, reclassifications and equity adjustments. Department staff will be scheduled to appear at future meetings to explain portions of the ordinance as it relates to their departments. She said that annually, human resources studies 25% of all jobs including workload, HAY guidelines and pay to see if the job needs to be reclassified or equity adjustments need to be made.

Zastrow went through Table I, a listing of positions to be created or abolished. Administration is requesting one position be abolished while Health and Human Services requested two positions be abolished. The following departments requested the creation of positions: Parks and Land Use (one position), Public Safety (three positions), Register of Deeds (two positions) and Non - departmental - End User Technology Fund (one position).

Next Zastrow went through Table II Reclassifications. Administration and the Register of Deeds have one reclassification each and Public Works has three. Section III, proposed equity adjustments, was reviewed. Section IV review sunset position tied to certain funding level that will change effective January 1, 2003. Section V classifies specifications and will be adopted effective December 28, 2002.

Supervisor Seitz returned to the meeting at 1:35 p.m.

Zastrow handed out an informative sheet titled "HAY Guide Chart - Profile Method" and then reviewed it. The HAY Guide measures jobs on three elements: know-how, problem solving and accountability. When using the HAY Guide, points are given to the three elements. The point totals are then compared to a pay chart to determine the wages. Waukesha County hopes that by using the HAY Guide, there will be a greater degree of pay equity.

Motion to Adjourn

MOTION: Seitz moved, The I second, to adjourn the meeting. **Motion carried: 6 - 0.** Meeting adjourned at 2 p.m.

Respectfully submitted,

Peter Gundrum
Secretary